31 December 1986

	MEMORANDUM FOR:	Deputy Director for Adm	inistration
STAT	FROM:	Director of Information	Services
	SUBJECT:	OIS Weekly Report (24 -	
STAT	1. The Agency's Forms Officer in the Information Resources Management Division received a priority request from the Office of Finance for copies of the new Federal Employee Withholding Allowance Certificate (W-4) form. He, in turn, ordered the new form from the Internal Revenue Service and it is expected to arrive within 7 - 10 days.		
	2. Remodeling activity has finally begun at the Agency Archives and Records Center. Electricians are relocating electrical wiring which will allow the removal of storage shelves and the laying of tracks and mechanism to motorize new shelves that will be installed. When completed in July 1987, the new moveable shelving will increase storage capacity by nearly 20,000 cubic feet. 3. The backlog of initial FOIA/PA requests continues to decrease; it is now 1171. This compares with 1640 one year ago and 2955 two years		
STAT	is now 1171. Th	nis compares with 1640 on	ne year ago and 2955 two years
STAT			
	Attachment		

ADMINISTRATIVE - INTERNAL USE ONLY

ADMINISTRATIVE-INTERNAL USE ONLY

31 December 1986

MEMORANDUM FOR: Deputy Director for Administration

FROM:

Chief, Information and Privacy Division, OIS

1986 1. The Week in Review 24-30 Dec 1986 Weekly Average New cases 50 60.7 a. b. Cases closed 55 69.8 4 3.0 c. New appeals logged d. Appeals closed 5 3.4 Manpower (man-weeks) 53.4 92.7

IPD/OIS Weekly Report (24-30 December 1986)

2. Current Backlogs

STAT

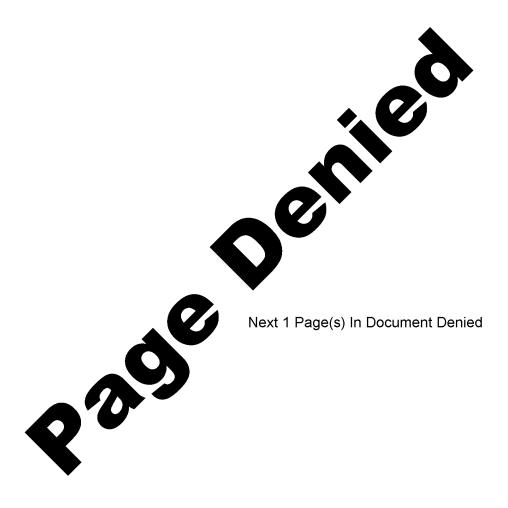
STAT

SUBJECT:

- a. Initial requests 1171
- b. Requests in administrative appeal 166
- c. Requests in litigation 48

3. Spotlighted Requests

ADMINISTRATIVE-INTERNAL USE ONLY



ADMINISTRATIVE-INTERNAL USE ONLY

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STAT
                           (31 December 1986) (FINAL)
         HGH/FBR:krc
         Distribution:
         Orig - Adse
             1 - DCI/DDCI/Executive Director
             1 - DCI History Staff
             1 - DDI
             1 - DDO
             1 - DDS&T
             5 - OIS
             1 - C/PAO
             1 - Comptroller
             1 - IG
             1 - OGC
             1 - OCA
             1 - OP
             1 - OL
STAT
             1 - C/IMS
             1 - DDO/IRO
STAT
            25 - DDO/IMS
             1 - DDI/IRO
             1 - DDA/IRO
             1 - IC/IRO
             1 - OIS/LA
             1 - IRG/OS
             1 - IPD Subject
             1 - IPD Chrono
             1 - IPD Reading Board
             1 - HGH
             1 - LSS
```

ADMINISTRATIVE OFFICIAL USE ONLY

30 December 1986

MEMORANDUM FOR: Director of Information Services

FROM:

Chief, Classification Review Division

SUBJECT:

CRD Weekly Report, 23 December - 30 December 1986

There were no significant developments in CRD this week.



ADMINISTRATIVE OFFICIAL USE ONLY

30 December 1986

STAT

FROM:

MEMORANDUM FOR: Director of Information Services

Chief, Information Resources

Management Division

SUBJECT:

IRMD Weekly Report (24 - 30 December 1986)

SIGNIFICANT ITEMS/EVENTS

STAT

- 1. The Agency Forms Officers received a priority request on 29 December from the Office of Finance for copies of Form W-4 (Employee Withholding Allowance Certificate), a new Federal form. The form has been requested from the Internal Revenue Service and is expected to be received within 7-10 days.
- 2. Electricians are on-site and work has begun for the installation of moveable shelving at the Agency Archives and Records Center. At the completion of the installation most of the shelving at the center will be moveable.
- 3. Records Center personnel performed the following activities during the week:

RAMS:

Made 12 additions, 1 change and 10 deletions

ARCINS:

Jobs received/edited - 9

Jobs keyed - 8 consisting of 283 entries

Jobs proofed - 5 Jobs corrected - 7 Jobs completed - 2 Status changes - 7

Status changes proofed - 5

ACCESSIONS: Received 12 jobs totaling 83 cubic feet

REFERENCE: Serviced 761 requests for records

STAT

DA/OIS/IRMD sc (30 December 1986)

Distribution:
Original & 6 - Addressee
1 - IRMD Subject: IRMD Weekly Report w/att
1 - IRMD Chrono

30 December 1986

	MEMORANDOM FOR.	Director of information between
STAT	FROM:	Chief, Regulatory Policy Division, OIS
	SUBJECT:	Regulatory Policy Division Activities 24 December - 30 December 1986
STAT		currently processing 138 jobs, an increase of one over last e no significant activities to report.

